

THE WESTIN BUILDING

Managed by 2001 SIXTH LLC



FP2 Welcome Packet

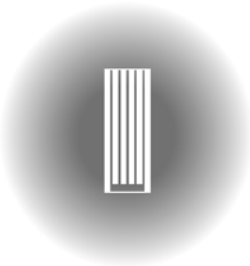


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As your move-in date approaches, there are several steps that need to be completed to ensure your move-in occurs without incident. The Checklist below is comprehensive, and should be completed as soon as possible to expedite your move.

✓ **COMPLETE ENCLOSED FORMS**

- ❑ *Tenant Contact Information Form*
- ❑ *Access Card/Key Request Form*
- ❑ *Move Request Form*
- ❑ *Cable Pull Request Form*
- ❑ *Authorization to Reveal Presence in the Building*

In addition to the forms enclosed in this packet, you must also submit the following Certificates of Liability Insurance prior to your move-in date. These forms can be obtained from your insurance or moving company. If you provide contact information for your insurance and/or moving company, we will contact them directly to obtain these certificates. Certificates of Liability Insurance must name Clise Agency, Inc. and 2001 Sixth LLC as additional insured.

If you do not provide contact information for your moving company or insurance provider, it is your responsibility to provide us with your Certificates of Liability Insurance prior to your move-in.

- ❑ *Certificate of Liability for Premises*
- ❑ *Certificate of Liability for Moving Company*

RETURN FORMS

All forms must be submitted to The Westin Building Management Office at the mailing address below **prior to move-in date**.

The Westin Building
2001 Sixth Avenue, Suite 300
Seattle, WA 98121



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LOADING DOCK

Call the Loading Dock Supervisor to discuss your moving plans, and reserve your move-in date. There are a few regulations regarding moving which you should know:

1. Initial move-in times are limited to weekday evenings after 6:00 p.m. and Saturday mornings from 8:00 a.m. until 12:30 p.m.
2. Should permission be given for extension of the above, there will be a charge billed to compensate building personnel who must be present at all times during your move.
3. Leftover moving debris (i.e., pallets, packaging materials, boxes, etc.) should not be left in the elevator lobbies, on the loading dock, or in our truck. Please contact the Chief Engineer, and for a fee we will arrange to take debris to the dump for you.
4. If any single item in your move weighs more than 500 pounds, you must contact the Construction Manager to ensure that the equipment is moved properly.
5. If you choose to use a moving company, the moving company must provide the Loading Dock Master with a Certificate of Liability Insurance prior to the **move-in date**.

FREIGHT ELEVATORS

Please inform your vendors and suppliers that all deliveries and removals should be made via the loading dock and freight elevators on the second floor during the appropriate hours.

There are two freight elevators:

1. Elevator #5 for Floors 2-15
2. Elevator #1 for Floors 2, 16-33

If you are planning a move that will take longer than 30 minutes to complete, please contact the Loading Dock Master to arrange for after hours usage of the loading dock.

Freight Elevators are available Monday through Friday from 8:45-11:45 am and 1:15-4:30 pm.

SHIPPING EQUIPMENT TO SITE

Follow the process below for deliveries weighing less than 500 pounds. Deliveries weighing 500 pounds or more must be scheduled with building management using the attached move form. Note that all equipment must be small enough to be moved using the building freight elevators.

1. Ship the package to the following address. The tenant name on the label must be the company name on the Westin Building lease agreement.



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Tenant Name C/O 2001 Sixth LLC
Loading Dock
2001 Sixth Avenue
Seattle, WA 98121

2. When the package arrives, building personnel will direct the delivery company to place the package in a secure storeroom on the second floor. By close of business on the day of receipt, building personnel will scan the shipping documents and e-mail a notification of receipt with the documents attached to the operations contacts on file for the company. Any packages with visible signs of damage will be rejected at arrival.

3. The delivery will be stored on the loading dock level in a secure storeroom protected by electronic access controls and digitally-recorded video. The delivery will be held in the storeroom for a maximum of 30 days, after which time it will be moved to an off-site storage location at tenant's cost, and a monthly recurring storage fee will be added to the tenant's account until the package is retrieved. The tenant will be notified before the delivery is moved off site.

4. Packages may be retrieved by visiting the second floor maintenance office during the hours of 8:30AM to 11:45AM and 1:15PM to 4:30 PM, Monday through Friday. The second floor is accessible via the freight elevators (separate lobby call buttons) and via the stairs from the third floor. Pickups outside the specified time window must be scheduled at least one business day in advance via e-mail to telecom@westinbldg.com.

Persons sent to pick up deliveries must be official company contacts as previously identified to building management on Contact Information Forms. Any person who is not an official contact must bring a letter of authorization from an official contact. All persons picking up deliveries must present valid photo identification. If a package has been moved off-site, notice of intent to retrieve it must be provided at least two business days in advance via e-mail to telecom@westinbldg.com

5. Packages must be unpackaged on the second floor where packing materials may be disposed of in accordance with staff instructions. The unpackaged equipment may be moved from the second floor to the datacenter using the carts, hand trucks, pallet jack, or dolly available in the store room.

Key points to remember:

- address deliveries to your company c/o 2001 Sixth LLC
- we do not move deliveries up to your cage or cabinet
- persons sent to sign for packages must be official company contacts or carry a letter of authorization from a contact
- deliveries must be retrieved within 30 days to avoid additional charges

SECURITY DEPOSITS AND RENTS

All security deposits and 1st month rents must be paid per the lease prior to move-in.



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IMPORTANT TELEPHONE NUMBERS

Life Safety Emergencies	911
Facility Emergency/Building Attendant	206-697-7277
Management Office Front Desk	206-443-1800
The Westin Building Management Facsimile	206-443-1683
The Westin Building Garage	206-443-1688
Imperial Parking Customer Service	206-381-1789
The Westin Building Loading Dock.....	206-694-5809

BUILDING HOLIDAYS

The Westin Building will officially be closed the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve afternoon
- Christmas Day
- New Year's Eve afternoon

PARKING

Convenient parking is available at The Westin Building Parking Garage. The parking garage entrance is located on Fifth Avenue between Virginia Street and Lenora Street. The Garage is staffed 24 hours a day. Call Imperial Parking Customer Service for information on monthly rates, coupon program and carpool discounts.

CONFERENCE ROOM

The 16th Floor conference room is available for special meetings. It is a 900 square foot interior room, with a table that seats 16 in executive chairs, and space for another 16 straight chairs around the exterior. A telephone and white board is provided.

Conference Room Rates are as follows:
\$10.00 per hour
\$60.00 per day (6 hours or more)

Call the Management Office Front Desk to make reservations.

HANDICAPPED FACILITIES

Handicapped restrooms are located on Floors 3, 7, 11, 16, 18, 19, 20, 23 and 27.

LOST AND FOUND

All found items are turned in to the Management Office Front Desk on the 3rd Floor. Each item will be dated and held for three months.



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BUILDING AMENITIES

House of Goodies

At the Sky Bridge, Third Floor, this sundries shop offers newspapers, cards, fresh fruits, sandwiches, pastries, drinks, candy, ice cream, film, cold remedies and many other items during building hours.

Fifth Avenue Barber Shop (206) 448-9602

Conveniently located on Fifth Avenue at the street level of The Westin Building Garage is a full service traditional barbershop. Appointments are not required.

Guy E. Mamiya Custom Jewelers (206) 728-1968

This well-established jeweler is also located on Fifth Avenue at the street level of The Westin Garage. They specialize in custom items, gifts and repairs.

Sound Soups

Located on the first floor, this establishment offers a wide variety of fresh, tasty soup, salads, and sandwiches.

Cash Machine

For your convenience, a cash machine is located in the Sky Bridge lobby.

DRIVING DIRECTIONS

From I-5 Northbound:

Exit off I-5 at Seneca Street (Exit #164). From exit, turn right onto 6th Avenue, and proceed 7 blocks north to Virginia. The Westin Building is on the Northwest corner of the intersection of 6th & Virginia.

To reach the parking garage, continue north 1 block to Lenora Street and turn left, turn left again at 5th Avenue. Look for the sign marking the entrance to The Westin Building Garage.

From I-5 Southbound:

Exit off I-5 at Denny Way/Stewart Street (Exit #166). Proceed on Stewart Street approximately 8 blocks to 6th Avenue. Turn right on 6th Avenue, and proceed north 1 block to Virginia Street. The Westin Building is on the Northwest corner of the intersection of 6th & Virginia.

To reach the parking garage, continue north 1 block to Lenora Street and turn left, turn left again at 5th Avenue. Look for the sign marking the entrance to the Westin Building Garage.

From State Route 99 Northbound:

Exit off SR99 (Aurora Avenue) at Seneca Street exit and turn left onto 1st Avenue. Proceed north approximately 6 blocks to Virginia Street. Turn right on Virginia, continue to 6th Avenue. The Westin Building is located on the corner of 6th & Virginia.

To reach the parking garage, turn left on 6th and continue north 1 block to Lenora Street and turn left, turn left again at 5th Avenue. Look for sign marking the entrance to The Westin Building Garage.



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From State Route 99 Southbound:

Exit off SR99 (Aurora Avenue) at Denny Way. At the traffic light, angle to the right, crossing Denny Way onto Wall Street. Proceed to 5th Avenue (second light) turning left. Continue south on 5th Avenue for approximately 4 blocks to Lenora Street. Just past Lenora Street, The Westin Building Garage is on the left.

ACCEPTABLE USE POLICY

Agreement To Rules

By signing a lease with the owner, the tenant agrees to all rules, regulations, and statements made in this Policy along with the consequences of violating them. The tenant indemnifies the owner for any violation of the law or the owner's policy that results in loss to the owner or the bringing of any claim against the owner by any third-party. This means that if the owner is sued because of a tenant's or customer of a tenant's activity, the tenant will pay any damages awarded against the owner, plus costs and reasonable attorneys' fees.

Client Responsibility

The client alone is responsible for the content and nature of the services it provides.

Facility Reputation

No use of the premises for activities, whether lawful or unlawful, that the owner determines to be harmful to its tenants, operations, reputation, goodwill, or customer relations will be tolerated.

Illegal Materials

No use of the premises to store, transmit, promote, sell, trade, or give away the use of the following materials or information shall be tolerated: illegal material or information, stolen material or information, violation of trademarks, pirated material or information.

Explicit Content

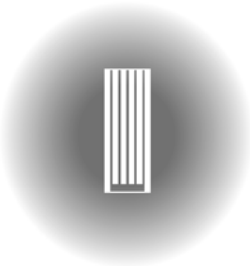
No use of the premises to store, transmit, promote, sell, trade, or give away material of a sexually explicit nature shall be tolerated. Let it be known that offensive material falling under the category of "sexually explicit" shall include, but not be limited to the following: any nude pictures of a human being used to exploit, advertise, or sell any product or service; any sort of child pornography, or attempt to display a child in a sexually suggestive manner; any written material describing and/or promoting any sexually explicit, harsh, or abusive acts; any written material which is excessively profane and sexually explicit. Let it be known that at any time the owner reserves the right to judge any material that it deems of an inappropriate adult or sexual nature, thus causing said material to be included under this category of "sexually explicit".

Racial/Religious Content

No use of the premises to promote unlawful discrimination against or hatred of any particular race, any particular nationality, or any particular religion shall be tolerated. Let it be known that at any time the owner reserves the right to judge any material to fall into the above categories

Illegal and Unethical Activity

The premises may not be used for illegal or unethical activities such as, but not limited to denial of service attacks and unauthorized access to other computers or networks. This includes actual unauthorized access and precursors to attempting such access such as port scans, vulnerability scans, or other information gathering activity except as part of a vulnerability assessment executed with the knowledge of the owners of the tested system. Other attacks not mentioned are also not tolerated, to be decided at the discretion of the owner.



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The premises also may not be used for any activities that interfere with a third party's ability to fulfill the terms of a contract by, for example, causing interference with the third party's services whether within or outside the building.

Final Decision

The owner will be the sole and final arbiter as to usages of the premises that constitute violation or intent to violate our policies.

Rule Compliance and Consequences of Violation

Upon reviewing any reports received regarding the tenant's use of their premises for any illegal purpose, the owner will notify the relevant authorities immediately and supply any information requested by the authorities in the course of any subsequent investigation. If any tenant is determined by the owner to have used the premises in the commission of any illegal act, the owner shall terminate the lease immediately and the tenant shall forfeit any rents paid.

Upon reviewing any reports received regarding the tenant's use of their premises for any purpose that indicates a violation of this policy, the owner may notify the tenant in writing of the suspected violation. The tenant shall have fifteen days to demonstrate that no violation has occurred or to remedy the violation. If no remedy is enacted, the owner may terminate the lease and the tenant shall forfeit any rents paid.

VISITOR ACCESS POLICY

The Westin Building Attendants will allow visitors entrance to the building only. Under no circumstances will The Westin Building unlock your premise. The following policy outlines how building access is granted:

- **Unannounced Visitors**

Any unannounced visitor entering the building must check in with the Building Attendant at the entrance of the building. The Building Attendant will contact your Access Controller to obtain permission for the visitor to enter the building.

- **Announced Visitors**

If you are expecting a visitor, please:

1. Contact the Building Attendant (206) 697-7277 or security@westinbldg.com
2. Sign up for EasyLobby to pre-register visitors online by emailing lobby@westinbldg.com with your full name, company, email, and phone number. Once you have an EasyLobby account, you may sign in and pre-register visitors at <https://lobby.westinbldg.com>. Upon visitor arrival, an email notification will be automatically sent to you.

MOVE-OUT POLICY

All equipment, except tenant installed trade fixtures that can be removed without causing damage to building, is the property of the building Owner. Upon move-out tenant will be required, at tenant's expense, to remove all inter-suite and intra-suite cabling.

SIGNAGE POLICY

FP2 cage tenants may install signage on cages pursuant to the terms of their lease and upon approval by Building Management following review of signage content and installation plan.



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Approved signage must be installed according to the following conditions:

1. Sign(s) may be no wider than 24" and no taller than 18"
2. Sign(s) should be printed on 3mm Sintra
3. Install signage at a height of 60" from the floor to the center of the sign
4. Install signage on a fencing panel adjacent to your cage door or on the cage door in cases where safety or cage identification signage does not prevent installation
5. Install signage 6" from the edge of the fencing panel it is installed on, unless on the cage door, in which case it should be centered
6. Do not remove or move existing signage indicating the presence of Lead Acid Battery systems or any other safety related signage on the cage door

BLANKING PANELS

The Westin Building requires cabinet colocation tenants to install building-provided blanking panels over any unused rack units to preserve proper airflow in the facilities. Blanking panels are to be installed by the tenant at the time of move-in. After move-in, blanking panels may be installed at no cost to the tenant; contact the Westin Building at telecom@westinbldg.com for more information.

STANDARD SITE SPECIFICATIONS

The following describes a typical FP² site. Sites may contain unique features depending on historical and current contractual obligations.

Environmental

The sites use Liebert CRAC units to keep the temperature to 70±5° F and 45±10% humidity. The CRAC units and room temperature and humidity shall be monitored with historical data collection by the building's Alerton system.

Fire Suppression

All FP² sites are protected by dry-pipe pre-action sprinkler systems controlled by a Fike Cheetah panel integrated with the building's fire suppression system. Some sites offer FM200 waterless fire extinguishing equipment.

Generator Backed Electrical Power

The electrical power to all FP² sites is supplied by the building's essential power system. In the event of a utility power outage, generators provide back-up power. Additionally, Uninterruptible Power Supplies and/or DC battery banks protect some sites. By default, cages are supplied with 40Watts per square foot and cabinets with 30Amps of 120 Volt AC power. More power can be made available for an additional charge.

Staffing and Surveillance

The Westin Building maintains security and maintenance staff onsite 24x7. CCTV cameras maintain continuous video recording of entryways and colocation areas. Cabinets have locking doors and caged facilities offer cipher locks. All building ingress activity is recorded via card access software.

Physical Plant

All FP² sites offer Computer Room rated floor loads and 10 foot plus clear ceiling heights.



CUSTOM SITE SPECIFICATIONS

Modifications to Environment

The Westin Building will modify the site environment to meet the tenant's requirements at the tenant's expense. Below is a listing of modifications and/or installations that we will accommodate:

- Cages
- Fiber trays
- Custom racks
- Antenna mounts
- UPS protected power

FREQUENTLY ASKED QUESTIONS

Q: If the Telecom Facilities Manager is not available, who do I contact?

A: Contact the Telecom team at telecom@westinbldg.com.

Q: How do I obtain access to my suite if I forget my access card?

A: You will not be able to obtain access to the building or your suite without a valid access card unless we are able to obtain written authorization from your company's Access Controller(s). Please contact the Management Office during normal business hours for assistance.

Q: How do I obtain a new access card?

A: The person(s) designated as Access Controller must submit, in person or by fax or email, an Access Card/Key Request Form to the Management Office Front Desk. Request forms are processed within 48 hours of the date submitted, and may be picked up at the Management Office Front Desk or downloaded at <http://westinbuilding.com/telecom/forms.cfm>.

Q: How do I revoke a former employee's access?

A: The person(s) designated as Access Controller must submit, in person or by fax or email, an Access card/Key Request Form to the Management Office Front Desk.

Q: How many access cards allotted?

A: Each tenant is issued one free access cards for each 300 square feet of space rented, with a minimum of 2 free cards. Additional cards are \$25 each.

Q: I have hired a contractor to perform work in my suite and/or site. How is my contractor to obtain access?

A: Tenants may allow contractors access to their space by either; 1) physically escorting the contractor; or, 2) submitting an Access Request Form to the Management Office to obtain an access card and/or key for the contractor. The Westin Building will not grant contractors access to your space under any circumstance.

Q: I am having a guest visit my offices for the day. What are my access options?

A: During normal business hours, guests may obtain a day-use guest badge from the Building Attendants located at the Sky Bridge and 6th Avenue entrances. The badge allows in/out privileges during business hours and must be turned in at the end of each day. Note: the guest badge is for identification purposes only and will not open any doors.



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Q: What happens if the air conditioning in our suite malfunctions?

A: The Westin Building maintains emergency chillers that can be placed in the affected suite and each floor of the building has 24 tons of building cooling available.

Q: What ISP/Telecom companies are available to connect to?

A: There are over 80 telecommunications tenants in the Westin, most of whom provide Internet services, Telecom services, or both. Please refer to the partial list available on the Internet at <http://westinbuilding.com/telecom/tenants.cfm>.

Q: How do I connect to service providers?

A: Contact the providers and negotiate your services. The provider will let you know what kind of connectivity is required to connect to its services. Contact the Telecom Facilities Manager to obtain a lease modification to cover the new connectivity, and begin the installation process.

Q: How do I request a cross-connect?

A: Email telecom@westinbldg.com to request a cross-connect. Please tell us:

- What type of fiber or cable connection you need – for example, single-mode fiber, multi-mode fiber, DS3, T1, etc.
- What type of connector you need on the end connecting to your equipment
- Who you are connecting to – include the name of the company and their Meet-Me Room panel location
- Provide a Customer Facility Assignment/Letter Of Authority (CFA/LOA) from the company you're connecting to.
 - If they don't provide a CFA/LOA, they can run the connection to our panel and we'll provide CFA/LOA for the Westin-owned panel

Once we receive your request and all the information above, we'll give you a quote for the one-time and monthly recurring fees. The quote is a Rent Rate Supplement and adds a monthly recurring cross-connect fee to your rent.

Return the signed quote to us. You can email it to telecom@westinbldg.com or fax it to (206) 443-1683.

- The quote must be signed by the designated Company Authorizer or Leasing Contact – these are the individuals authorized to sign leases and Rent Rate Supplements.

Once we receive the signed quote, we'll complete the cross-connect. We'll notify you when the cross-connect is complete and we'll provide test results upon request.

Q: How long does it take to get a cable pulled to the Meet-Me Room?

A: Installation lead times can vary depending on the nature of the request.

Q: Connectivity rights are established in lease language. How do I request additional connectivity after I have signed the lease?

A: Contact the Telecom Facilities Manager to request a lease modification. The lease modification is executed once the Tenant and Owner have signed the lease modification. Upon execution of the lease agreement, the Telecom Facilities Manager will coordinate and arrange installation.



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Q: Who do I call to inquire if my package has arrived?

A: Contact the Telecom team at telecom@westinbldg.com.

Q: What size trucks can be used downtown?

A: Tractor-trailer rigs are not allowed in Seattle's downtown area. Shipments must be transferred to delivery vans.

Q: Who do I call if I need someone to check on my equipment?

A: FP² does not offer a "remote hands and eyes" service. Some Westin tenants do offer such services at contract rates. If you have an urgent requirement during business hours, contact the Telecom team at telecom@westinbldg.com.

Q: What hotels are in the area?

A: The unaffiliated Westin Hotel (206-728-1000) offers Sky Bridge access to the Westin Building.

The Sixth Ave Inn, (206-441-8300) located across 6th Ave from the Westin Building, provides a less expensive alternative. For longer stays, furnished corporate apartments are available two blocks away at the Metropolitan Tower (206-256-0500).

Q: What restaurants are in the area?

A: The food court at Westlake Mall offers dozens of choices for diners with limited time. It is located on the top level of the mall, one block west and two blocks south of the Westin on the Southwest corner of 5th and Olive. Also nearby are Il Fornaio (<http://www.ilfornaio.com/>), Roy's of Seattle, the Fifth Avenue Corner Café, Dahlia Lounge and Icon Grill.

Q: Where can I park near the building?

A: Paid parking is available in the adjoining Westin Garage. Enter on 5th Ave. Monthly parking rates are available through the Westin Building office. Metered parking is available on the surrounding streets.

Q: Can I get my parking stub validated by The Westin Building Management Office?

A: No. The Westin Building Management Office does not validate parking for tenant guests, contractors or employees. However, tenants may purchase validation stamps directly from Imperial Parking to be given to guests, contractors and employees. Contact Imperial Parking Customer Service for information regarding fees.

Q: Do you have staff in the facilities 24x7?

A: The building maintains security and maintenance staff onsite 24x7. FP² does not maintain round-the-clock technical staff.

Q: If a fire alarm sounds while I am in the Westin Building, what should I do?

A: Locate and re-familiarize yourself with the evacuation plan posted in every suite. Follow the instructions given over the building's PA system.

Q: Who do I contact if I have large items that require removal or disposal? For example: office furniture, computers, etc.

A: Obtain a Janitorial & Tenant Debris Removal Form from the Management Office Front Desk. Upon receipt of form, our Maintenance Department will be contacting you to provide cost estimates, obtain billing authorization, and schedule disposal date.